

3806 Munitions Building  
Washington, D.C.

Subject: Instructions Regarding the Preparation of All JANIS Material.

1. Classification

- A. Joint Army and Navy Intelligence Studies (JANIS) will normally be classified as "Confidential".
- B. The Chief of the Branch preparing a chapter of JANIS will be responsible for determining the classification (Restricted, Confidential or Secret) of the text illustrative matter and other material.
- C. The classification of the text, will be marked on the cover of each chapter.
- D. The classification of the illustrative matter and other material will be marked on the original and duplicates. Overlays will also be marked with the proper classification.
- E. Over-classification must be avoided. All material included will be assigned the lowest classification consistent with security.

2. Preparation of Text

- A. All copy for the text will be submitted in original and two copies. The original will be on heavy paper and the duplicates on onion skin on 8 x 12 $\frac{1}{2}$  inch paper. Triple spacing, indentations and style as illustrated on the attached sample page will be followed.
- B. Each page of the manuscript will be numbered consecutively.
- C. Each topic will be numbered.
- D. In making cross references use topic number and letters. (See sample page, 90B (2)).
- E. Each chapter will have a bibliography prepared in accordance with the enclosed sample. References to the bibliography will follow the style set on the enclosed sample page (90A and 90B).

3. Preparation of Illustrative Matter

Illustrative matter consists of tables, figures, and plans.

- A. Tables  
A table is the presentation of material set in columns in a style that sets it apart from the text.
- B. Figures  
Figures include all illustrative material, (maps, overlays, charts, photographs, drawings, etc.), bound in with the text.
- C. Plans  
Plans include all illustrative material too large to be bound in with the text.

4. Specific Instructions Applicable to All Illustrative Material

- A. An original and two duplicates of all illustrative material will be submitted.
- B. All illustrative material will be numbered consecutively in each chapter in order of its appearance, and will include the chapter number, e.g., Table I-1, Table I-2; Figure I-1, Figure I-2. (Roman numerals refer to chapter; arabic numeral is illustration number.)
- C. All illustrative material will be captioned as per examples below:
  - (1) Tables:
    - (a) All tables will be completely titled and dated.
    - (b) Table number and title will appear above the table.
    - (c) The form will be titles centered below table numbers, e.g.,

(2) Figures and Plans:

- (a) All figures and plans will be completely titled and dated.
- (b) Title and legend of maps may be placed within the figure or centered below it. Figure number, JANIS number and classification, however, will appear in upper right-hand corner above the figure, e.g.,

Figure VII - 3  
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(3) Photographs:

- (a) It is requested that, wherever possible, original prints be supplied, and that no retouching be done. (However, salient features, place names, etc. may be indicated on the picture.)
- (b) Caption will be typed on slip of paper and pasted to back of photograph. (Typing directly on photograph shows thru on face of picture.)
- (c) Caption will include (1) JANIS & figure number, (2) title, (3) date, (4) direction of view, and (5) file number of photo.
- (d) Aerial photographs will have north arrow drawn on face of picture.

- D. A list of the captions of all illustrative material will be submitted with the manuscript (one original and two copies).
- E. All illustrative material must be referred to in the text. Reference to the illustrative material will be made as follows: (Table VI-4), (Figure V-3).
- F. Placement of the illustrative material will be made by placing the identifying numbers on the right-hand margin of the manuscript opposite the line in which first reference to it is made. (See sample page, 90B(1)).
- G. The final reproduced size of all illustrative material, in printed JANIS volumes, will not be more than 8 $\frac{1}{2}$  inches by 11 inches with the exception of fold-in illustrative material. Normally, the width of all illustrative material will be either 4 inches or 8 $\frac{1}{2}$  inches. Specifications as to size of reproduction, color, etc. should be marked on the reverse of all illustrative material, original and duplicates. Fold-in illustrative material will have the fold parallel to the binding edge (11-inch edge) and the maximum reproduction size (one fold) will be 11 inches (height) by 19 inches (width). If more width is desired, 8 $\frac{1}{2}$  inches may be added for each additional fold.

5. Base Map

It is intended that a standard base map with an appropriate overlay, will be reproduced at least once in each chapter. In some chapters it may be the only map, in others it may be an index to the treatment of the area, the maps included, etc. A copy of this standard base map, for each JANIS, will be supplied for the preparation of appropriate overlays.

(SAMPLE PAGE OF COPY FOR JANIS)

CLASSIFICATION

CHAPTER IX

PEOPLE AND GOVERNMENT

90. Social and Political Background.

A. Pertinent facts on social, political, and economic history.

The period from the discovery of the Philippines by Magellan in 1521 to the inauguration of the Commonwealth of the Philippines in 1935 is covered here. For the earlier period there are only sparse records from Chinese, Arabian, and Indian sources. 1:201-2

The discovery of the Philippines by Magellan in 1521 marked the beginning of modern Philippine history. After 1521 several ill-fated Spanish expeditions were dispatched from Mexico, but it was not until 1565 that a permanent Spanish colony was established. 5:607

B. Contemporary social aspects.

(1) Spanish occupation. For over three centuries from 1565 to 1898 the Spanish ruled the islands. During most of this period the Philippines were governed by the Viceroy of Mexico. (Figure IX-I) <sup>Fig. 1</sup> ~~IX-I~~

(2) American occupation.

a. The American occupation of the Philippine Islands began with Island of Manila in 1898 (Chapter X, Topic 106 A).

b. Almost immediately thereafter, President McKinley announced that the Philippine Islands were not to be exploited for the aggrandizement of the American people.

(SAMPLE PAGE OF JANIS BIBLIOGRAPHY)

CHAPTER

BIBLIOGRAPHY

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7.   
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